THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Purchase: 2014-15(MA) August 21, 2014

REQUEST FOR PROPOSAL
FOR
Development and Implementation of Android and iOS based Mobile Apps For ICSI

The Institute of Company Secretaries of India

'ICSI House', 22 Institutional Area,

Lodi Road, New Delhi-110003

Important Dates and Information	
Cost of Tender	Rs. 200/-
Earnest Money Deposit	Rs. 16000/-
Tender Publish Date	21st August, 2014
Last date and time for Sending Pre-Bid Queries in written	29th August, 2014 by 5:00 PM
Pre-Bid Meeting	1st September, 2014 at 10:00 AM at C-37, Sector-62, Noida.
Last Date and Time For Receipt Of Bids	8th September, 2014 by 3:00 PM
Date & Time Of Opening Of Technical Bid	9th September, 2014 at 11:00 AM
Institute's Website	www.icsi.edu

Statement of Confidentiality

The information contained in this Tender Document or subsequently provided to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "Institute / ICSI") or by any of their employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this tender document is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the ICSI, their employees or advisors to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources. ICSI, its employees and advisors make no representation or warranty and shall incur no liability under any law, statue, rules or regulations as to the accuracy, reliability or completeness of the tender document. ICSI may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

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Purchase: 2014-15(MA) Date August 21, 2014

Sub: Quotation for 'Development of Android and iOS based Mobile Application for ICSI'

Dear Sir,

The Institute of Company Secretaries of India (Institute / ICSI) is a statutory body set up by an Act of Parliament i.e. Company Secretaries Act, 1982. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, and its Headquarters is located at "ICSI House" 22 Institutional Area Lodi Road New Delhi-110 003.

The Institute proposes for **Development of Android and iOS based mobile Application** as per enclosed RFP document and accordingly sealed quotations are invited as stated in the said document.

The sealed quotations is to be sent to Shri Sutanu Sinha, Chief Executive , The Institute of Company Secretaries of India, by name at the Institute's Headquarters in the envelope super scribing **Quotation for 'Development of Android and iOS based Mobile Application for ICSI'.**

Thanking you,

Yours faithfully,

Director
(Bhubanananda Pradhan)

THE INSTITUTE OF Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

No. Purchase: 2014-15 (MA) Date August 21, 2014

Development of Android and iOS based Mobile Application for ICSI

RFP DOCUMENT

Sealed quotations are invited by the Institute of Company Secretaries of India (ICSI), a statutory body under an Act of Parliament. It is functioning under the administrative jurisdiction of Ministry of Corporate Affairs, Government of India with its headquarters located at "ICSI House" 22, Institutional Area, Lodi Road, New Delhi-110 003 for **Quotation for 'Development of Android and iOS based Mobile Application for ICSI'** as per details given in the "Part-C" of the RFP document. The terms and conditions governing the instant quotation are as under:-

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part 'A','B','C'& 'D' as their unconditional acceptance to the terms prescribed by the Institute, details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.

2. Each Tenderer shall submit the offer in two separate sealed envelopes, Part 'A', 'B'& 'C' along with EMD should be put in Envelop No. 1 (Please mark the envelope as **"No.1 – Technical Bid"**, Envelop No. 2 will contain **only** Part 'D' (Please mark the Envelope as **"No.2 – Financial Bid"**. Both the sealed envelopes bearing No. 1 and 2 are to be put in the main envelop i.e. Envelop No.3.

3. The sealed quotation duly super scribed, "**Development of Android and iOS based Mobile Application for ICSI",** should be addressed by name to **Shri Sutanu Sinha, Chief Executive**, The ICSI and sent at the Institute's address given below either by registered post/speed post/or by dropping in the tender box placed at third floor of Institute's Headquarter & should reach on or before last date and time.
   Address:
   Shri Sutanu Sinha
   Chief Executive
   The Institute of Company Secretaries of India
   ICSI House, 22, **(Third Floor: Tender Box)**
   Institutional Area, Lodi Road
   New Delhi-110003

4. Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.
5. Non acceptance of any of the terms & conditions as stated in tender document shall render the bid invalid.

6. Incomplete quotations shall be rejected out rightly. No alterations, amendments or modifications shall be made by the Bidder in the Notice Inviting Tenders, Instructions to the Bidder, Contract Form, and Conditions of the Contract, Drawings and Specification and if any such alterations are made or any special conditions attached, the bid is liable to be rejected without reference to the Bidder.

7. The **Technical Bid** shall be opened **i**n the Institute at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time & venue.

8. ICSI shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer.
   The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

9. Prices quoted should be FOR Institute's premises (ICSI) Headquarters New Delhi and ICSI-Noida at Noida. Prices quoted in the bid shall expressly be *inclusive of all statutory taxes, fees, cesses, duties, levies,* charges, surcharges inclusive of all statutory and other components etc. (net to the Institute). No component of cost / tax shall be paid by the ICSI unless the same is included specifically in the quotations.

10. Institute's usual payment terms are 30 days from the date receiving the bills upon receiving of User acceptance testing separately for application & CMS tool.

11. Delivery period should be mentioned clearly in the proposal. Penalty for the late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.

12. While Part “C” describes specifications desired by the Institute, vendors are also welcome to quote for richer specifications, which will be considered at the sole discretion of the Institute.

13. The quotation shall be valid for at least 120 days from the date of opening of quotations.

GENERAL:

1. ELIGIBILITY CRITERIA: The bidder should fulfil the following eligibility criteria
   I. The company shall be a company incorporated, registered under the Indian Companies Act, 1956
   II. The company should not have been barred / blacklisted / disqualified by any Regulators / Statutory Body / government body in India & abroad. A suitable disclosure shall be made to this effect in a separate letter head of the applicant Company.
   III. The company must not have been declared bankrupt / insolvent or should not have filed for bankruptcy / insolvency in the past five years or in the process of being declared bankrupt / insolvent before any designated authority in any country.
   IV. Though Institute prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.

2. DOCUMENTS ESTABLISHING APPLICANT’s ELIGIBILITY:
   The following documents are required to be submitted along with the Tender (hard copy and soft copy both). Non-submission of any documents or submission of incomplete, misleading or false information may render the applicant liable for out rightly rejection or cancellation of its application.

   I. Copy of Certificate of Incorporation from Registrar of Companies or from competent authority
   II. The company should not have been barred / blacklisted / disqualified by any Regulators / Statutory Body / government body in India. A suitable disclosure shall be made to this effect in a separate letter head of the applicant firm.
   III. Company should have successfully developed similar mobile application in past.

a) ICSI at its sole discretion reserves the right of accepting the bid in whole or in part without assigning any reason and such decision shall be final. The part acceptance of the bid shall not violate the terms and conditions of the Tender and the bidder shall execute the work at the specified rates without any extra charges or compensation within the stipulated period.

b) The acceptance of a bid shall rest with the ICSI. ICSI does not bind itself to accept the lowest bid and reserves to itself the right to reject any or all the bid received without assigning any reason(s) whatsoever and any notice to bidder. Non acceptance of any bid shall not make the ICSI liable for compensation or damages of any kind. ICSI further reserves the right to accept a bid other than the lowest or to annul the entire bidding process with or without notice or reasons. Such decisions by ICSI shall be final and bear no liability whatsoever consequent upon such decisions

3. Earnest Money Deposit
   a) The quotations must be accompanied by Earnest Money Deposit (EMD) of Rs. 16,000/- (Rupees Sixteen Thousand only) in the form of Demand Draft/Pay Order payable at New Delhi. Quotations received without Earnest Money Deposit shall not be entertained. No interest will be payable by ICSI on EMD.

   b) Earnest Money Deposit is liable to be forfeited and bid is liable to be rejected, if the Tenderer / supplier withdraw or amends, impairs or derogates from the tender in any respect within the period of validity of the tender from the close of the bid

4. Security Deposit
   The tenderer whose tender is accepted by ICSI shall be required to give a security deposit for faithful performance of the Tender.

   The total amount of security deposit shall be 10% of the Development Cost (Entity 1 and Entity2 in the commercial bid) and shall be provided by the tenderer through an irrecoverable Bank Guarantee from any Nationalized Bank in favor of the Institute of Company Secretaries of India. The Bank Guarantee shall be valid for a period of 3 (three) years and shall be submitted within 15(fifteen) days of the award of work. In case Bidder fails to execute the work as per the tender documents /Work Order / Service Level Agreement (SLA); or fails to deliver the satisfactory after sales service within the warranty/AMC period, the ICSI shall have the right to invoke the said Bank Guarantee and to forfeit the security deposit / earnest money deposit. No interest will be payable by ICSI on the Bank Guarantee / security deposit/ earnest money deposit, so held.

   In case of contravention of the any of the terms and conditions as stated in the tender documents /Work Order / Service Level Agreement (SLA) or if the Bidder withdraws or amends, impairs or derogates from the tender /Work Order / Service Level Agreement (SLA) in any respect within the period of validity of the tender / Work Order / Service Level Agreement (SLA) or fails to execute agreed Service Level Agreement (SLA), ICSI shall have the right to invoke the said Bank Guarantee and to forfeit the security deposit / earnest money deposit and such decision of the ICSI shall be final.

   In case of any damage or loss caused to the Institute due to breach of terms or conditions of the tender documents /Work Order / Service Level Agreement (SLA), negligence, carelessness, inefficiency, fraud, mischief and

misappropriation or any other type of misconduct of the Tenderer or its staff, employees, representatives, agents, the Tenderer shall make the loss good. The Institute shall have right to adjust the damage / loss suffered by it from the security deposit / earnest money deposit/ bank guarantee and / or to charge penalty as decided by the Institute. Decision of the Institute in this respect shall be final & binding.

Whenever under this tender documents /Work Order / Service Level Agreement (SLA) any sum of money is recoverable from and payable by the Bidder, the Institute shall be entitled to recover such sum by appropriating in part or in whole from the security deposit / bank guarantee / earnest money deposit of the Bidder. In the event of the security deposit / bank guarantee / earnest money deposit being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Bidder which at any time thereafter may become due to the Bidder under this or any other tender / contract with the Institute. If this sum is not sufficient to cover the full amount recoverable, the Bidder shall pay the Institute on demand the remaining balance.

5. Other Conditions
   a) Every page of the tender shall be signed on the left side bottom corner by the person or persons submitting the tender in token of his/their having acquainted himself / themselves with the general conditions etc. as laid down. Any tender is liable to be treated as defective and liable to be rejected, if any of the pages is not signed. All erasures and alterations made while filling the tender must be attested by initials of the Tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender liable for rejection. No advice of any change in rate after the opening of the tender will be entertained.

   b) All proposed Software/hardware and services must be demonstrable at the time of proposal submission and must be in production. Maintenance and support must be provided as part of the proposal. All items submitted in the proposal must be fully supported by the manufacturer/vendor. The selected vendor will be required to assume all responsibility for delivery, installation, testing of all hardware and support services offered in their proposal(s) whether or not the vendor is the producer or manufacturer.

   c) Estimated cost of any Software/device including up-gradation, supply, installation and implementation of upgraded versions of software product (updates /upgrades) etc. would be without any extra cost.

   d) If in case vendor feels that some additional items such as hardware & Accessories, software, services etc are not covered in the tender which are required for Successful installation & functioning of "Mobile Apps" at ICSI, the vendor should add cost of the same to the relevant service item and should provide detailed break-up of the same.

e) In case any part of the provided solution are found to be insufficient to support ICSI's requirements post submission of bid, the vendor will provision the same at no extra cost to ICSI.

f) ICSI reserves the right to reject any item/software of implemented solution, if found unsuitable and /or not conforming to the approved specifications at any point. The rejected items/software, if any, shall have to be taken back and replaced forthwith at the cost of the vendor. No payment will be made for rejected software/items.

g) During warranty period service/maintenance of application/hardware, all driver software up gradation, installing patches and related services shall also be performed at no extra cost.

h) ICSI may terminate the RFP process at any time and without assigning any reason. ICSI makes no commitments, express or implied, that this process will result in a business transaction with anyone.

i) This RFP does not constitute an offer by ICSI. The bidder's participation in this process may result in ICSI selecting the bidder to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by ICSI to execute a contract or to continue negotiations. ICSI may terminate negotiations at any time without assigning any reason.

j) All inquiries concerning this RFP should be submitted in writing via e-mail to Sh. Ankur Yadav, Joint Secretary (SG) Information & Technology at: Ankur.yadav@icsi.edu.

6. Warranty/AMC

a) Standards Warranty/AMC for supplied software/apps shall include free maintenance of the software/apps. The defects, if any shall be attended to within 4(four) working hours and must be resolved within maximum 24 hours.

b) The successful Tenderer shall be required to execute a Service Level Agreement (SLA) on the basis of the tender terms. The said Agreement shall form an integral part of this tender and shall be signed within 20(twenty) days of the award of the contract. The service charges payable under the said SLA shall however be fixed and firm for a period of 3 (three) years.

c) Penalty of @Rs.500/-(Rupees Five hundred only) per day or part thereof shall be levied in case of not meeting of aforesaid conditions. All such penalties shall be limited to 10% of the development contract value and may be recovered from the bidder firm from the payments due or from the security amount / Bank Guarantee / EMD.

d) Bidder warrants and represents that it has obtained all the requisite permissions, sanctions and authority under the applicable laws to provide services to the ICSI and owns or has the right to use or is lawfully

authorized under valid and enforceable licenses/ agreements /authority from the concerned authority(ies) in terms of the applicable laws, the materials and methods and techniques and tools proposed to be used for providing services under the Agreement including all intellectual property rights comprised therein.

7. Liquidated Damages
   If the Tenderer fails to complete the implementation of full-fledged system within the period specified in the purchase order, ICSI, shall without prejudice to its other remedies, deduct as liquidated damage 1.0(one) percent of the price of the delayed goods for every week of delay or part thereof subject to a maximum amount of 10% of the contract value. Total Penalties and Liquidated damages shall be limited to a maximum of 10% of the contract value.

8. Delivery Period
   The Delivery, installation & implementation will be completed within 20 (Twenty) weeks on placement of the purchase or work order. Any delay by the Tenderer in the delivery of items shall render the Tenderer liable to any or all of the sanctions viz. penalty, invocation of Bank Guarantee / forfeiture of security deposit, imposition of liquidated damage, etc

9. Site for delivery
   1) The Institute of Company Secretaries of India
      ICSI House, 22, Institutional Area Lodi Road, New Delhi-110003

   2) The Institute of Company Secretaries of India
      C-37, Sector –62, Noida (U.P.)

10. Assignment and Subletting
    The whole work included in the Tender shall be executed by the Bidder and the Bidder shall not directly or indirectly transfer, assign or sublet the contract or any part thereof or interest therein without the written consent of ICSI.

11. At any time prior to the last date for receipt of Bids, the ICSI, may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidders, modify the Tender by issuing an addendum/corrigendum. Any such amendment issued along with the original Tender document will constitute Revised Tender. The addendum/corrigendum will be uploaded on the ICSI website. The Bidders are requested to visit the website frequently to check for any amendments.

12. The ICSI may at any time during the Tendering process but before opening the technical bid request the Bidders to submit revised Technical / Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.

13. Cases where no specifications provided in tender

In case of any work for which there is no specification in the Tender, such work shall be carried out in accordance with the directions of the ICSI or its authorized representative.

14. Time is the essence of the contract and the Bidder shall complete the work in all respects within the stipulated time of completion and hand over the same, complete in all respects to the satisfaction of the ICSI.

15. Confidentiality

Please note that the "Mobile Apps" related activities as specified in this contract / Service Level Agreement/ Tender document are confidential. It shall be responsibility of the Tenderer to take all necessary precautions and measures to maintain utmost confidentiality with regard to each and every stage of work.

Further, Tenderer shall not use or disclose any Confidential Information of the Institute except as specifically contemplated herein. For purposes of this Contract / Service Level Agreement / tender, "Confidential Information" means information that:

(i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and

(ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.

16. FORCE MAJEURE

Notwithstanding anything contained in the Tender Documents, neither party shall be liable for any failure to fulfil any of its obligations under this agreement where that performance is delayed, prevented, restricted or interfered with for any reason / circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war declared and undeclared) provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

The party who is unable to perform its obligations must:

i. notify the other party promptly of any delay in performance of Online English Learning Programme; and

ii. Use its best efforts to resume performance in accordance with this agreement as soon as possible.

Upon receipt of the notification, the parties must agree to meet and discuss in good faith how to take account of the Force Majeure Event and to resume performance in accordance with this agreement.

17. INDEMNITY

The Bidder shall indemnify, defend and hold and keep indemnified, the ICSI from and against all actions, suits, decree proceedings, claims, damages, compensations, costs, expenses, liabilities and demands brought or made

against the ICSI in respect of any matter or thing done or omitted to be done by the Bidder or its employees, workmen, representatives, agents, servants or suppliers in the execution of or in connection with the Work or the Bidder's performance under this Tender and against any loss, compensations or damage to the ICSI in consequence of any action or suit or proceedings being brought against the Bidder or its employees, workmen, representatives, agents, servants or suppliers for anything done or omitted to be done in execution of the Work under this Tender, including but not limited to non-compliance with the applicable laws, rules, regulations and directions, orders etc. of the government and local authorities, not obtaining the relevant licences and permits, infringing any patents rights.

18. Termination of the Contract

ICSI without prejudice to any other remedy and rights, reserves the right to cancel / terminate the tender / *Work Order / Service Level Agreement (SLA)* in whole or in part by giving at least 30 (thirty) days' prior written notice thereof in case Tenderer / Vendor fails to honour his bid / Work Contract / SLA or found guilty for breach of condition /s of the tender documents / *Work Order / Service Level Agreement (SLA)* or negligence, carelessness, inefficiency, fraud, mischief, misappropriation or any other type of misconduct by such Bidder or by its employees, staff, agents, representatives etc. or by any other person directly or indirectly employed by him. In such case of termination, the ICSI will have the right to put in place any other agency for carrying out the remaining work. Any extra expenditure shall be adjusted from Bank Guarantee / Security Deposit and / or shall be recovered from the Bidder.

In additions to above, the ICSI may also cancel / terminate the tender / *Work Order / Service Level Agreement (SLA)* in whole or in part for its convenience at any time for any reasons, by giving the Bidder at least 21days' prior written notice thereof.

The notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by the parties during the period of termination notice and the same must be satisfied before the tender / *Work Order / Service Level Agreement (SLA)* is cancelled / terminated.

In such cancellation / termination the tender / *Work Order / Service Level Agreement (SLA) / or* curtailment of the work *by the ICSI*, the Bidder shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived by it from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been carried out, neither shall he have any claim on compensation / damage for the loss suffered by him by reason of cancellation / termination of the tender / *Work Order / Service Level Agreement (SLA)* and of any alterations having been made by the ICSI in the original specification or the designs and instruction which shall involve any curtailment of the work contemplated.

However, the ICSI shall pay the Bidder such portions of the Work as are due and properly invoiced under the provisions for final payment for Work performed prior to termination. In no event, shall the total payments made to the Bidder exceed the Contract Price.

19. BLACKLISTING

The ICSI without prejudice to any other remedy and rights, reserves the right to blacklist the Bidder for a suitable period in case he fails to honour his bid / *Work Order / Service Level Agreement (SLA)* or found guilty for breach / violation / contravention of terms(s) and condition(s) of the tender / *Work Order / Service Level Agreement (SLA) or* negligence, carelessness, inefficiency, fraud, mischief, misappropriation or any other type of misconduct by Bidder or by its staff, agent, employee or officer etc. or by any other person directly or indirectly employed by him.

20. Claim of Interest

No claim for interest will be entertained by ICSI with respect to any moneys or balances, which may be in its hands owing to a dispute between itself and the Tenderer.

21. The personnel(s) employed / hired / engaged (permanent / regular / casual / contractual / temporarily / daily wager or whatever be the status / name) by the Bidder for the execution of work as provided under this Tender, shall not be employee / officer of the ICSI for any purpose. None of such person of the Bidder shall have any right to claim anything against the ICSI.

22. Nothing contained in this Tender Document shall be construed as constituting a partnership, joint venture, or agency with the ICSI. The acts/performance and actions taken by either party in furtherance of their respective activities of operation shall not bind the other except to the extent provided under this Tender Documents.

23. The agreement is a non-exclusive agreement and the ICSI shall be free to enter into any such agreement with any other person during currency or the extended currency of this Agreement.

24. In case of any All disputes, differences, claims and demands arising under or pursuant to or touching or in relation to this tender, the authorised official of the ICSI and the Bidder shall address the same for mutual resolution, failing which the matter shall be referred for mutual resolution, failing which the matter shall be referred to the arbitration to the sole arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The Arbitration proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The award of the sole arbitrator shall be final and binding on both the parties. The venue Place of such arbitration proceedings shall be at Delhi. All

disputes arising out of this tender are subject to the jurisdiction of Courts in New Delhi.

25. For any details/clarifications, Shri Ankur Yadav, Joint Secretary (SG), IT on telephone No. 0120-4522012, may be contacted.

HOW TO APPLY:

Vendors should be careful to completely read the requirements and description of this proposal.

The eligible and interested applicants may apply against the RFP with documents of credentials including experience of working in India with clients comparable in size and complexity with ICSI, details of establishment in India including years of operation of office in India, Number of professionals in India, Resumes of senior people who are likely to lead the assignment, select reference of Senior Executives from Clients familiar with the Consultant's service etc., shall be submitted to the ICSI (as per the address furnished here below) in a sealed cover & super scribed as "RFP for Mobile Apps".

WHOM TO SUBMIT:

Shri Sutanu Sinha, Chief Executive,
The Institute of Company Secretaries of India,
ICSI House
22 Institutional Area,
Lodi Road
New Delhi-110 003

PART 'B' INFRASTRUCTURAL BID

Format of the Proposal Response

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal shall include the following items and be organized in the manner specified on the following pages.

I. Letter of Transmittal

A letter of transmittal briefly outlining the vendor's/proposer's understanding of the work shall be submitted. The transmittal letter should also include general information regarding the firm and individuals involved.

II. Profile of the Firm

S No	Particular	Response	Reference Bid Page no.
1	Company Name		
	Legal Name (if different)		
	Full Mailing Address		
	Telephone Number		
	FAX Number		
	Web site		
	Years in Business		
	Year of establishment		
2	Details of Indian Establishment		
	Registered Office address		
	Year of establishment		
	Head of the Indian establishment		
3	Contact Person		
	Mobile		
	E-mail		
4	Whether registered with Registrar of Companies/ Firm. If so, please furnish details thereof (Attach certificate of incorporation)		
5	Registration with Tax authorities (PAN)		
6	Audited Turnover in last two financial years, i.e. Year 2011-12 and 2012-13.		
7	Number of sites currently installed		
8	Number of technical/support personnel		

III. Details of the projects executed in India or abroad

Sl. No.	Project	Project executed for (Name of the organization with address, phone numbers etc.)	Nature of work in brief	Location of the work	Actual value of the Project	Stipulated time for completion	Actual time taken for completion

IV. Key personnel permanently employed in your organization:

Sl. No.	Name	Qualifications	Experience	Particulars of Project done	Employed in your firm since	Any other details

V. Client Reference: To be a qualified proposer, the vendor must include three (3) references with similar systems installed in your proposal response. Preference will be given to vendors with references for implementations at organizations most similar to the ICSI. References will be contacted - please verify information before submitting. Information to be included in the reference is:

Particular	**Response**
Organization Name	
Address	
Type of Business	
Contact Person	
Telephone and Fax #s	
Dates of Installation	
Description of system	

Declaration:

a) The undersigned certifies Shri ----------is authorized to obligate the represented firm and further agrees with all terms, conditions, and requirements of the ICSI's Request for Proposal.

b) We have no objection if enquiries are made about the work listed by us in the accompanying sheets / annexure.

c) We agree that the decision of the ICSI in selection process will be final and binding on us.

d) We confirm that we have not been barred / blacklisted / disqualified by any Regulators / Statutory Body in India and we understand that if any false information is detected at a later date, the assignment shall be cancelled at the discretion of the institute.

e) All the information furnished by us here in above is correct to the best of our knowledge and belief.

Place: SIGNATURE OF THE APPLICANT

Date: NAME & DESIGNATION SEAL OF ORGANISATION

PART ‘C’ Functional Specification

The requirements of the project can be easily broken down into sections based upon their generalized area.

1. End user functional requirements specification
2. Admin user- content management functional requirement specification
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1. End User Functional Requirements Specification

This section lists the specific end functionality as well as the requirements for all aspects of the ICSI Mobile Application Project. Requirements are divided into the following sections:

1.1 Splash Screen

ICSI Main Screen (ICSI logo and Name) will be displayed to end user for Few Seconds while ICSI Mobile application starts playing in the Backend

1.2 Home Screen

End Users will see Home Screen by default, which will display the ICSI Announcements. This is as described in below Announcement screen.

1.3 Top Menu Screen

End User will see the Categorized list on the click of “Menu Item”. The End User can select any category and navigate to further section. Following Categories will be available to end user:

- Announcements
- Events
- Photo Gallery
- Videos
- President Message
- ICSI in Media
- Contact Us
- Know Your Institute
- Favourite
- Setting
- Info

1.4 Announcement Screen

End User will see the announcement item details as highlighted in right screen. (Title, Thumbnail, Date of Hosting, Description).

1.5 Events Screen

End User will see the ICSI Events on click of Events Icon, total 10 Events (1 in each Row) thumbnail & Event title will be displayed on the Event Screen.

1.6 Photo Gallery Screen

End User will see the Photo Galleries on click of Photo Gallery Icon.

1.7 Videos Screen

End User will see the Video library on click of Videos Icon. Video will be linked from YouTube URL.

1.8 President message

End User will see the Recent ICSI President Message. (Title, Thumbnail, Description).

1.9 ICSI in Media

End User will see the ICSI in Media screen on click of ICSI IN MEDIA Icon, total 10 items (1 in one Row) thumbnail & item title will be displayed on Media Screen. Other Sub-Menus “Notification” & “ICSI in News” will be displayed in Top Horizontal lane

1.10 Contact Us

The main screen will simply have a textbox and a dropdown selector that will allow the user to type a name in and select what kind of member one is searching for: all, Employee, Council Member. It will further allow to select department name & location.

This will interface directly to search the data from ICSI directory.

1.11 Know Your Institute

End User will see the “Know your institute” screen on click of Know your Institute, Sub Menu items “ICSI Programs”, “Tender”, & “Career in ICSI” will be displayed to user.

1.12 Favourite Screen

Option for adding to Favourite, any item and viewing all the Favourite items.

1.13 Setting Page

End user will have option to share this app with friends, Report bug or request for any feature, Change text size.

1.14 Info Screen

It has About Us, Terms of Use and Privacy Policy about app.

1.15 Other Requirement:

1.15.1 Push Notification to end users with ability for the user to Accept/Decline receiving these notifications.

1.15.2 Search button on top bar of App.

1.15.3 **Offline data view:** Browsed offline data will be available to user for later viewing.

2. Admin User- Content Management Functional Requirement Specification

This section lists the specific end functionality as well as the requirements for all aspects of the admin user-Content management tool. To manage all mobile application contents, separate content management tool needs to be developed and deployed at third party location as part of the scope of mobile application development.

2.1 General Design Guidelines for CMS Application

Following list will provide the general guidelines followed for CMS application design.

1. User should be able to create, update, publish/unpublished and delete the data.
2. User should be able to search the data.
3. User should be able to sort the data.
4. CMS should support two levels of user.
   a. Admin User - Can perform all the CMS functions
   b. Normal User - Can perform all the CMS features except Publish, Delete and editing any record in the system. Normal user cannot create any new user.
5. CMS should be protected using HTTPS for secure access of information and access for CMS users

2.2 Screen and Functional Requirements

1. **Admin authentication:** ICSI administrator can authenticate in CMS tool.
2. **Menu list Management:** ICSI administrator can add, delete, and modify the Menu item list.
3. **Manage list Items:** ICSI administrator can add, modify, delete & unpublished any item in menu list.
4. **Announcement -** Title, Thumbnail, Description, Hosting Date, User Tag**-** User Tag: admin should have option to highlight relevance of video (Member, Student or All)
5. **Events -** Title, location, Description, Start & End, Date/Time.
6. **Photo Gallery -** Title, Caption, Add Multiple Images
7. **Video Library -** Title, Upload Video, Thumbnail, Date of Event, and speaker
8. **President Message -** Title, Thumbnail, Month, Description
9. **ICSI in Media -** Option to add sub category name and details of add items in sub category
10. **Contact Us -** Option to add multiple contacts
11. **Know your Institute -** Option to add sub category name and description of sub category.
12. **Search list Items:** ICSI administrator can search any list item in all categorizes or filter in particular category and select and modify as per available options
13. **Push Notification:** ICSI Administrator can push any comment to all end users

2.3 Reporting Requirements

Following Reporting will be needed for Admin:

1. Audit Log Screen will be provided to admin user to check the activities performed by all users. The data will be available only in read-only mode.
2. Admin User will be able to see the list of login/logout information for the user through Authentication report screen.
3. Admin User will be able to see the list of notifications sent to the devices through notification screens. Data will be only in read only mode.
4. Google and iPhone provides the required details on their console along with app publishing.
5. Google Analytics will be used to provide the required information on the Google Analytics Console.

3. **Mobile Platform Requirement:**

S. No.	Platform Support (OS)	OS Version	Display Orientation	Display Support
1	iOS	7.0 and Above (latest Version available)	Portrait or landscape both	iPhone (480 x 320) iPhone Retina (960 x 640) iPhone 5(1136 x 640) iPad (1024 x 768) iPad Retina((2048 x 1536)
2	Android	2.3 and Above (latest Version available)	Portrait or landscape both	Small (426dp x 320dp) Normal (470dp x 320dp) Large (640dp x 480dp) X-Large(960dp x 720dp)

4. User Interface Requirements

- All icons must be crisp, clean, and distinguishable and should be as per guidelines of mobile application platform.
- All buttons and objects must be reactive to touch and work as intended.
- All functions must stay within the mobile platform boundaries.
- All data must be easily viewable on different Mobile platform matrix of section 3.4.

5. Technology and Server Requirements

- Mobile App development should be in Native languages.
- Admin CMS application should be developed in PHP and uses MySql open source Database
- CMS system should be hosted on AWS amazon or equivalent cloud based
- Vendor will setup and deploy Admin CMS application to AWS cloud server or equivalent cloud based
- Vendor has to ensure the development of mobile application as per guidelines issued by Application stores. For ex: Google play, iTunes etc.

- Vendor has to summit mobile app binary to iTunes appstore and Google play store

6. Testing

- Vendor is expected to perform comprehensive ICSI mobile application testing as part of the project scope.
- The test plans, test cases and results for each of the phases will be shared by vendor with ICSI.
- Vendor has to facilitate User acceptance testing environment for ICSI.

7. Timeline and Deliverables

- Vendor is expected to deliver the mobile application on application store (Google Play & Apple) at the earliest.
- Vendor has to share the Design Documents based on the ICSI Requirement document for ICSI Review & Sign-off.
- User Manual, Admin Manual, Test Cases, Test Plan and QA Results for User Acceptance testing.
- Application Code, Web API's.
- Deployment document

8. Training

For the effective uses of the supplied software/application licenses & their functionalities, the selected vendor must compulsorily provide classroom training for 4 ICSI's officials at Delhi/NCR Locations. Following training needs are to be provided by Vendor as part of the scope:

- Content Management Training
- Deployment & Hosting Training
- Application Submission Training
- Support Handover

9. Support

a) The ICSI requires application, billing and account support be available from the vendor preferably in Delhi/NCR in India. Bidder must be able to assign a dedicated account representative with support specifically to ICSI and handle account management issues.

b) Minimum support period is Six months after ICSI's acceptance of deliverables.

10. Intellectual Property Rights

The Intellectual Property Rights of the application will rest with ICSI. The vendor will provide the source code of the application to ICSI at the time of sign-off

Part “D” COMMERCIAL BID FORM

(To be submitted separately with Commercial Bid in a sealed envelope with soft copy in CD/Pen Drive as per terms and conditions)

- Bidder is required to use the format in the following table to submit their Cost Proposals.
- Please add/delete lines as necessary to incorporate your fully-inclusive quotation.
- Rates Quoted should be Net Unit Rate (Unit Price + taxes + Cartage, if any) in the INR
- Kindly provide soft copy of the commercial bid in the required format (excel) in CD/USB drive along with hard copy sealed in envelop.

SNo	Activity	Cost (Inclusive of all taxes)
1	Development and deployment cost of Web service API and Admin CMS system	
2	Development and deployment Cost on Android	
3	Development and deployment Cost on iOS	
4	Apple Appstore access cost	
5	Google Play store access cost	
6	AWS cloud server or equivalent	
7	Annual Maintenance Cost after implementation and warranty period	
8	Manpower per day cost to cater any additional requirements beyond the scope of Work within Warranty / AMC period	
9	Specify entity other than above	

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